

Flight School/ATO **Office Manager** Job Description

Cat3C is seeking a highly motivated individual, a self-starter, and team player, with a strong drive for results and continual improvement to join its team of aviation professionals.

In joining our team at **Gloucester Airport**, you will enjoy a competitive salary, great benefits, and a creative and energetic work environment.

Classification: Full Time

- Maintain instructor and student schedules
- Daily management of timekeeping entries, payroll and assisting with bookkeeping issues
- Handling HR related issues including student applications, insurance and file management
- Handle any reports or information requested by instructors or students
- Act as a student liaison during the onboarding process
- Coordinate regulatory updates
- Follow Cat3C customer service and safety standards
- Handle office admin queries and GDPR protocol
- Coordinate activities with our marketing company
- A keen eye for attention to detail
- Carry out other office/admin duties as assigned

Competency:

To perform the job successfully, an individual should demonstrate the following competencies: Problem Solving, Customer Service, Interpersonal, and Oral Communication.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed in this Job Description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General Qualifications:

- 18 years of age
- Eligible to work in the UK

Education/Experience:

Completed A-Levels or equivalent which may be substituted with two or more years relevant experience in the office environment.

Aviation or flight training/school experience helpful

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate effectively in English.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Computer Skills:

Proficiency is required in Office 365; Microsoft Outlook, Excel and Word, sufficient to write letters, organize schedules, and perform other tasks related to operations and the office.

Experience with Xero and/or Salesforce is beneficial.

Please forward your CV to recruitment@cat3c.com

Salary range £16000-20000 per annum (negotiable)

32 days holiday, including public holidays (4 above standard).

No Agencies please